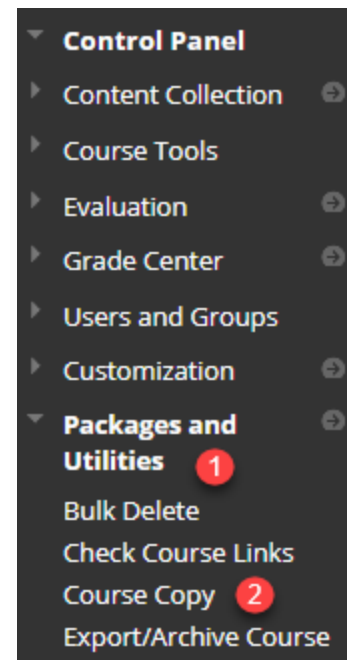# Copy Course Content

Learning Objective

This document demonstrates how faculty can transfer all or part of one course shell to another.

I.   Start by **accessing the course from which the content will be exported.**

In the Control Panel select *Packages and Utilities* [1], then *Course Copy* [2]

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities 1

Bulk Delete

Check Course Links

Course Copy 2

Export/Archive Course

II.   **Select Copy Type** – open the drop-down menu to find three options. Select the second: *Copy Course Materials into an Existing Course*

SELECT COPY TYPE

Select Copy Type   Copy Course Materials into an Existing Course ▼

III.   In **Destination Course ID** type the course designation [4]. Use *Browse* button if you're not 100% sure. You don't want to copy your content into another instructor's course!

* Destination Course ID   4   201840-ENG1000-80   Browse...

IV. Course Materials

The course materials list is long. Most faculty will want to click on the **Select All** then **Submit.**

It doesn't matter of your course doesn't have a calendar or a glossary; items not present in the course will not be copied.

Student rosters, course work and grades will not be copied.

Discussion boards:
if you have entered an opening question which your students have answered you'll want to select
Include starter posts

In the event that your discussions are more free-form you should select

Include only forums

Tests, Surveys, Pools

Faculty can choose to copy only one element of a course and the most commonly selected area is *Tests*. To copy tests select

Tests, Surveys, Pools

If you want those assessments deployed in your course you should also check the content area in which students access the exams, for example *Assignments*.

Select Course Materials

Select All   Unselect All

- Content Areas
    - Course Material
    - Assignments
    - Syllabus

- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
    - ⦿ Include starter posts for each thread in each forum (anonymized)
    - ◯ Include only the forums, with no starter posts

- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
    - Availability
    - Banner Image
    - Course Guest Access
    - Course Observer Access
    - Duration
    - Enrollment Options
    - Language Pack
    - Navigation Settings

- Tasks
- Tests, Surveys, and Pools
- Wikis

Submit

V.   File attachments and Enrollments

File attachments: Select the third item, *Copy links and copies of content*

FILE ATTACHMENTS

Course Files

○ Copy links to Course Files
○ Copy links and copies of the content
◉ Copy links and copies of the content (include entire course home folder)

This is important; if an instructor rolls courses over semester after semester content will be lost if either of the other options are selected.

Enrollments:

This should be obvious but it bears repeating: don't copy students from the origin course shell to the destination shell!

ENROLLMENTS

Enrollments   *Don't include enrollments!*   ☐ Include Enrollments in the Copy

At the risk of being repetitive, please don't include students from previous semesters!

Notes:

1. To copy a course the instructor must be the instructor of record on both the origin and destination course. Professor Green cannot copy course material into a course in which Professor Blue is listed as the instructor.
2. If two faculty agree to share content within or between semesters we need to see consent from both parties.

The entire process is neither more complicated nor time consuming than is filling out a form requesting a course copy. But control over one's intellectual material provides faulty the freedom to copy the preferred content on their own schedule!

Questions?
http://www.wpunj.edu/helpdesk

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